

STATEWIDE
Arizona Air National Guard
Active Guard/Reserve (AGR) Announcement
JOINT FORCES HEADQUARTERS/HRO
5636 East McDowell Road, Bldg M5710
Phoenix, Arizona 85008-3495
PHONE (602) 629-4826: DSN 853-4826
WEBSITE: //dema.az.gov/azng-human-resources

ANNOUNCEMENT NUMBER:
17-375A

OPENING DATE:
25-Sep-2017

CLOSING DATE:
12-Oct-2017

POSITION TITLE, SERIES, GRADE AND POSITION NUMBER:

Administrative Support Technician OA, D1436000, GS-0303-13, E-4/SrA-E-6/TSgt, MPCN:009526650J

****Applicants who currently possess a military grade one grade level higher than above posted grade level may be considered for this vacancy. If an over graded applicant is selected they must be reduced in grade prior to being accessed into this position. Applying for and accepting a lower graded military position is considered a voluntary reduction in grade. IAW ANGI 36-2503, an applicant must submit in writing their willingness to be administratively reduced in grade and submit this letter with their application package.****

APPOINTMENT FACTOR:
OFFICER ☐ ENLISTED ☒

AFSC:
3A151

ASVAB:
A-47

LOCATION OF POSITION: 162nd Wing, Tucson, Arizona

AREA OF CONSIDERATION: This position is the Active Guard and Reserve Force and is **open to current members of the (All Units), Arizona Air National Guard.** Individual selected will receive an Active Duty Title 32 Tour with the Arizona Air National Guard. In order to be considered for this position applicants must meet minimum qualifications. **PCS funds are authorized.**

NOTE: This position is subject to rotating sections, rotating shifts, night shifts, and weekends/holidays.

NOTE: Must reside/PCS within the 162d Tier 2 commuting distance; approximately 50 miles.

NOTE: Must be Qualified 3A151 and current in the 3A151 AFSC

INSTRUCTIONS FOR APPLYING:

Applications must be submitted following the instructions on this announcement. Incomplete applications will not be processed. Written explanation is required for any missing documents. The following items are mandatory for all AGR announcements:

- **NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position.**
- **Detailed Resume**
- **AZNG Forms 335-2-R, Knowledge, Skills and Ability Supplement**
- **Current Report of Individual Personnel (RIP). RIP can be obtained from the servicing Military Personnel Flight (MPF). In lieu of a RIP, applicant may provide a printout from the Virtual MPF (vMPF). Select 'Record Review' and then 'Print/View All Pages'. *For Enlisted Members, documents MUST show your ASVAB scores.***
- **Copy of current Fitness Test scores, if exemptions exist please include the AF 469. Must be within 12 months.**

Copy of AF Form 422, Physical Profile Serial Report and DD Form 2992 (for flight status), Flight Physical. (Both forms must be current within 12 months) This form can be obtained from your Wing Clinic.

The following documents are not required but strongly recommended for validation of experience/education:

- **Letter of verification of Security Clearance from local Security Manager.**
- **AZ Form 34-1, Arizona AGR Application Supplement**
- **AZNG Form 335-1-R, Military Brief**

APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must be postmarked No Later Than the closing date on this announcement. The Human Resources Office will not accept applications that are mailed at government expense or forwarded through an internal mail system. Faxed applications will not be accepted. **Electronic applications are only accepted for individuals who are deployed or assigned OCONUS. Please send electronic package, including a copy of deployment orders, by clicking the "Contact Us" link on the Dema.az.gov website then clicking AZNG Human Resources Office link. NO BINDERS OR BOUND DOCUMENTS PLEASE.**

NATIONAL GUARD REQUIREMENTS:

1. Must be in compliance with physical fitness, height, weight, and body fat measurement standards as listed in AFI 36-2905.
2. If selected member is pregnant, orders may commence as long the member can safely perform duties within the restrictions of the AF 469 and with chain of command approval.
3. If required, we will initiate an investigation for a security clearance. Unfavorable results will be cause for your immediate separation.
4. Individuals who cannot obtain 20 years of Active Federal Service prior to reaching mandatory retirement, age 60 for enlisted personnel, or mandatory separation date for officers and those within their first 24 months of an AGR assignment or reassignment must submit a Statement of Understanding prior to the closing date of this announcement. If selected you must submit a Waiver for Exceptional Circumstances through the HRO remote to the HRO for approval. Waivers must justify why it is in the best interest of the unit, State, or Air National Guard.
5. You must meet eligibility requirements of AFI36-2101 Classifying Military Personnel (Officer and Enlisted) and ANGI 36-101 (The Active Guard/Reserve Program).
6. Applicants for E-8 positions must have the ability to complete Senior Noncommissioned Officer Academy within 36 months of assignment IAW para 2.20.1 of ANGI 36-2101.
7. Individuals selected for Control Grade positions are subject to Control Grade availability.

Acceptance of this position requires participation in the Direct Deposit/Electronic Funds Transfer Program

EVALUATION PROCESS: Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (NGB Form 34-1) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

EQUAL OPPORTUNITY: The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or non-membership in an employee organization or any other non-merit factor.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

1. Knowledge of Air Force directives, guidance and programs pertaining to the education and training of international personnel.
2. Describe your ability to coordinate with different agencies at the Wing, Higher Headquarters and/or civilian organizations to provide efficient in and out processing as well as coordination of administrative tasks such as finance, transportation, clearances, and billeting required during training.
3. Knowledge of preparing correspondence, messages/emails, fact sheets, decision paper, and other related documents relative to the ability to fulfil the reporting requirements of International Military Student administration and the DoD Field Studies Program.
4. Ability to accomplish administrative requirements and special projects that require gathering information; researching/querying records, files, and regulations.
5. Ability to establish priorities, handle multiple tasks concurrently, and accurately follow organization's policies, practices, and procedures.
6. Ability to communicate effectively both written and verbally.

SPECIALIZED EXPERIENCE: Must have at least 24 months experience performing administrative, clerical and support duties. Experience assembling data into proper formats as directed by oral and written instructions. Experience in the interpretation and application of regulations, procedures or guidance.

BRIEF JOB DESCRIPTION: This position is located in the International Military Student Office (IMSO) at the 162d Wing, Tucson, Arizona. The primary purpose of this position is to perform a variety of administrative support work for the International Military Student program assisting with budget, training, problem resolution, and the overall welfare of our international students. Serves as the International Military Student Assistant arranging for all personal and administrative support of International Military Students (IMS) attending courses. Processes Temporary Living Allowances (TLA) and authorized entitlements in accordance with applicable directives. This position also provides overall program management of the Department of Defense Field Studies Program (DoD FSP); helps arrange and execute activities for the IMS population to provide a balanced understanding of American society, institutions, and ideals. Assists in monitoring the training of IMS under the Air Force Security Assistance Training (AFSAT) Program conducted at the 162d Wing. Monitors student progress, prepares reports on IMS status, and notifies appropriate agency (Base-level, AFSAT, and Higher Headquarters) of any disciplinary patterns, military or civilian and of scheduled hearings of faculty board

proceedings. Advises students on services in general and on specific problems involving local policies, regulations, laws, recreation activities, and travel and base facilities. Accomplishes administrative requirements and special projects that requires gathering information; researching/querying records, files, and regulations. Prepares correspondence, messages/emails, fact sheets, decision papers, and other related documents relative to the international training.

SELECTING OFFICIAL: Lt Col Collin Coatney (collin.p.coatney.mil@mail.mil)
